



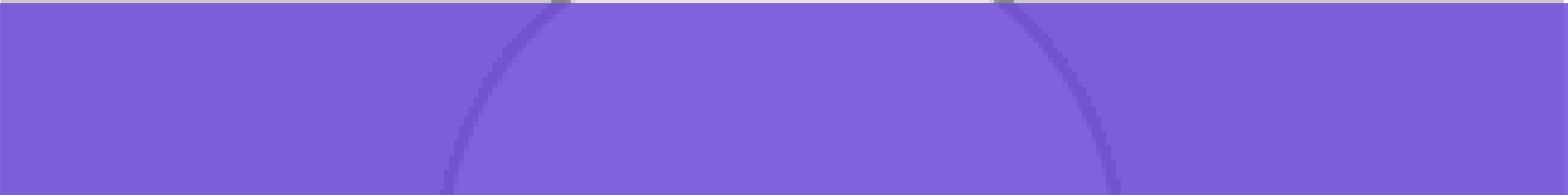
HOW TO BUILD MY OWN C.V.

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Your CV is the tool that helps you get your foot in the door when applying for jobs. Find out how to write a good CV and get tips and advice on what to include in your own personal marketing document





WHAT IS A CV?

- A CV, which stands for curriculum vitae, is a document used when applying for jobs. It allows you to summarize your education, skills and experience enabling you to successfully sell your abilities to potential employers. Alongside your CV employers also usually ask for a cover letter.

In the USA and Canada CVs are known as résumés.

These documents tend to be more concise and follow no formatting rules.

What to include in a CV

- **Contact details** - Include your full name, home address, mobile number and email address. Your date of birth is irrelevant and unless you're applying for an acting or modelling job you don't need to include a photograph.

- **Profile**

A CV profile is a concise statement that highlights your key attributes and helps you stand out from the crowd. Usually placed at the beginning of a CV it picks out a few relevant achievements and skills, while expressing your career aims.

- **Education**

List and date all previous education, including professional qualifications. Place the most recent first. Include qualification type/grades, and the dates. Mention specific modules only where relevant.

CEO

RAJESH SANTOSHI
VP Marketing

Work experience

- List your work experience in reverse date order, making sure that anything you mention is relevant to the job you're applying for. Include your job title, the name of the company, how long you were with the organisation and key responsibilities.



- **SKILLS AND ACHIEVEMENTS**

This is where you talk about the foreign languages you speak and the IT packages you can competently use. The key skills that you list should be relevant to the job.

Interests

'Socialising', 'going to the cinema' and 'reading' aren't going to catch a recruiter's attention. However, relevant interests can provide a more complete picture of who you are, as well as giving you something to talk about at interview. Examples include writing your own blog or community newsletters if you want to be a journalist, being part of a drama group if you're looking to get into sales and your involvement in climate change activism if you'd like an environmental job. If you don't have any relevant hobbies or interests leave this section out.



REFERENCES

YOU DON'T NEED TO PROVIDE THE NAMES OF REFEREES AT THIS STAGE. YOU CAN SAY 'REFERENCES AVAILABLE UPON REQUEST' BUT MOST EMPLOYERS WOULD ASSUME THIS TO BE THE CASE SO IF YOU'RE STUCK FOR SPACE, YOU CAN LEAVE THIS OUT.